



ABOUT SAN ANTONIO

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

CITY GOVERNMENT

San Antonio has a Council-Manager form of government with a ten-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

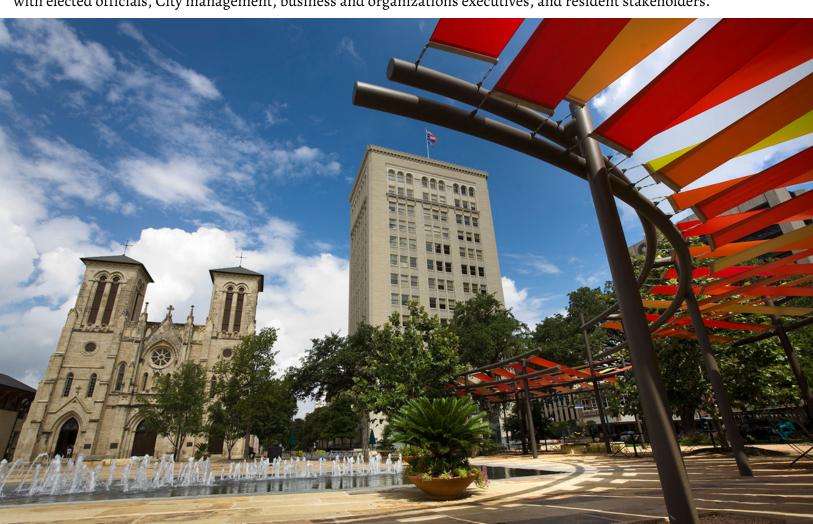
The City of San Antonio has been recognized for its high level of professional management by the ICMA and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2021 adopted operating budget is \$2.9 billion with close to 13,000 employees across over 30 departments. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017.

THE POSITION

The Workforce Development Executive Director is responsible for the implementation of the City's workforce development strategies, most significantly, the SA Ready to Work initiative. Overwhelming approved by voters in 2020, the SA Ready to Work Initiative represents a groundbreaking investment in San Antonio's human capital – our residents. SA Ready to Work addresses the barriers many residents face in accessing careers that foster economic stability; residents who in many cases are disproportionately impacted by the COVID-19 pandemic. This \$150 million investment of City sales tax dollars over four years will provide tuition assistance, last-dollar scholarships and wraparound support to San Antonio residents to promote skills development and job placement into in-demand, high wage occupations.

The SA Ready to Work initiative will be implemented in collaboration with various community organizations and training providers, maximizing resources and experience in the workforce development field. Alignment of skills development with current in-demand occupations is key to the success of the critical component of job placement. The Workforce Development Director must expertly identify, manage, foster collaborations both through contractual agreements and overall resource and priority alignment with various workforce development organizations and governmental entities.

The SA Ready to Work initiative must remain aligned with the intent communicated to voters. Transparency in implementation is critical and requires accountability regarding both annual metrics and overall outcomes. The Workforce Development Director must strategically balance and assess program efficiency and effectiveness, continuously evaluating strategies and key indicators, and communicate this information effectively and confidently with elected officials, City management, business and organizations executives, and resident stakeholders.





JOB FUNCTIONS & RESPONSIBILITIES

- Oversees the strategic workforce development plans by leading and administering key objectives through leadership and staff in coordination with other staff and departments.
- Develops and implements policies, strategy, and programs supporting core services of tuition assistance, wraparound services and emergency financial assistance.
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement and directs the implementation of changes.
- Monitors, evaluates and continuously fosters the continued collaboration among SA Ready to Work contracted organizations and area workforce-related organizations.
- Acts as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies.
- Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Manages and participates in the development and administration of the department budget.
- Provides staff assistance to the City Manager, Assistant City Managers, and City Council; and prepares and presents staff reports and other necessary communications.
- Provides executive level support and presentations to various City and community boards, committees, and commissions as necessary.

EDUCATION & EXPERIENCE

Qualified candidates will have a Bachelor's Degree from an accredited college or university with major coursework in Business, Business Administration, Human Resources, or a related field. A Master's Degree is preferred. They will also have ten (10) years progressively responsible experience in non-profit, public, or private business including (5 years) of administrative or supervisory responsibility.

The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.

SALARY

The City of San Antonio is offering a competitive salary commensurate with experience. First resume review will take place on Tuesday, January 12th, 2021. Please submit application materials by this date to be included in the initial review of resumes. The City offers generous benefits and retirement including annual and personal leave, monthly car allowance, deferred compensation plans, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).

HOW TO APPLY

If you are interested in this opportunity, please send a cover letter, resume, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. Please submit your application as soon as possible to ensure you are considered for this position. Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Jeff Baldwin, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
saexecsearch@sanantonio.gov
Phone: (210) 207-7939

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

The City of San Antonio is an Equal Employment Opportunity Employer.

